

UNITED STATES DEPARTMENT OF AGRICULTURE

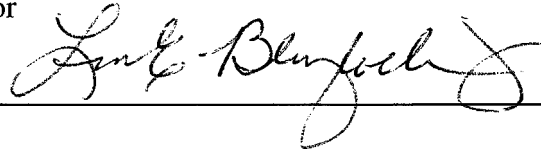
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE AS-72

For: All FSA County Offices

Safekeeping of COC Minutes Containing Sensitive Data

Approved by: State Executive Director



1 Overview

A Purpose

The purpose of this notice is to remind CO of the requirement that sensitive data shall not be included in regular minutes of the COC. Sensitive data shall be included in minutes of COC executive sessions.

B Contact

If you need additional information or need help, please contact Michael Dunaway at (501) 301-3012 or email michael.dunaway@ar.usda.gov.

2 Action

A County Office Action

As required by 25-AS, Exhibit 51, and 16-AO, par 196B, sensitive data shall be included in minutes of COC executive sessions only. Minutes for executive sessions shall not be circulated as are minutes of regular sessions.

- Minutes of COC executive session shall be available only according to 2-INFO and 3-INFO because items included are of a restrictive nature. Items may include, but are not limited to:
 - Personnel action considerations
 - Debt registers
 - FLP information
 - Other items according to 2-info
- The minutes of the COC executive sessions should not be left out on desks when leaving the office for a short time or at the end of the day.

Disposal Date

June 18, 2004

09-18-03

Distribution

All Offices